

**MINUTES**  
Brown County  
Land Information Council  
Tuesday, July 29, 2014  
**10:00 AM**  
**Northern Building, Room 200**  
**305 East Walnut Street, Green Bay WI**

**ROLL CALL:**

<b>Mary Reinhard</b> County Treasurer	X	<b>Keith Deneys</b> Sheriffs Dept	X
<b>Bill Bosiacki</b> Zoning Administrator	X	<b>Chuck Lamine</b> Planning Director	X
<b>Francine Roberg</b> Village of Ashwaubenon	X	<b>Cullen Peltier</b> Public Safety & Communications	X
<b>Tom Sieber</b> County Supervisor	X	<b>Dale Raisleger</b> Public Works/Highway	X
<b>Patrick Austin</b> Mark D. Olejniczak Realty	Exc	<b>Chad Weininger</b> Administration Director	Exc
<b>Terry VanHout</b> County Surveyor	X	<b>Jim Wallen</b> Real Property Lister	X
<b>Rob Vesperman</b> Land & Water Conservation	X	<b>Cathy Williquette</b> Register of Deeds	X
<b>August Neverman</b> Tech Services Director	X	<b>Jeff DuMez</b> GIS/LIO Coordinator	X

**1. Approval of the minutes from the July 8, 2014 Land Information Council meeting**

Motion was made by C. Peltier to approve the minutes of the July 8 2014 Land Information Council meeting. Seconded by K. Deneys. Motion approved unanimously.

**2. Review & Approval of the 2015 Land Records Modernization / Land Information Budget**

J. DuMez handed out several documents (attached). He reported that real estate activity was extremely low in the first quarter of the year and that although recording activity revenues have picked up in the summer, we will likely not meet our budgeted revenue projections for this year (2014). He said we will likely be facing a shortfall of between \$90,000 to \$120,000. As a result, many cost cutting measures have been put in place and we will be able to eliminate about \$59,000 in expenditures we had planned and budgeted for this year. For example, the GIS Technician position was vacated last month and will not be refilled until revenues pick up again. He said that some projects such as the aerial photo contract are already in place and will move forward, but those have come in several thousand dollars under budget. J. DuMez and C. Lamine said that we have been in communication with the Administration Department, Executive, and others (including the Planning, Development & Transportation Committee) about this problem and they have been made aware of our shortfall projections and cost containment plans. C. Lamine also said a written analysis and report was provided to these groups on July 18<sup>th</sup>. We are also working with the Register of Deeds office to adjust our projected revenue figures for this year and for 2015. We will be projecting very conservative figures for revenues in 2015, as we are expecting real estate activity to remain below average. J. DuMez said there are no contracted services projects in the budget he is presenting for 2015. This includes cutting the Survey Indexing contractor which was a LEAN initiative project. Also, we are reducing the amount of Transfer to Property Listing and that money can be made up through additional survey contracts. C. Lamine noted that the decision to transfer approximately \$160,000 from the Land Information Account to Property Listing was made in 2005 by County Executive Kelso to help reduce levy funding.

The council reviewed the 2015 budget summary sheet provided, which includes a projected 2015 revenue amount of \$403,500 and expenditures of \$365,467. A motion was made by C.

Williquette to approve the 2015 Land Records Modernization Budget as presented. A. Neverman seconded this motion. Discussion ensued, and K. Deneys said that a good job was done with the background information and analysis. Vote taken. Motion was approved unanimously.

### **3. Any Other Matters.**

The Council discussed future meeting dates for the Land Information Council. Many felt a more regular schedule was needed, and quarterly meetings would be sufficient. A motion was made by C. Peltier to hold quarterly meetings. Seconded by K. Deneys. Discussion ensued. J. DuMez said that to time this with budget schedules and other things this Council needs to approve, it would work well to meet on the 3<sup>rd</sup> Tuesday of the months of January, April, July and October. C. Lamine said that demonstrations of the work we've been doing are always important and well received. J. Wallen noted that we could use these meetings to review and discuss real estate activity and the revenue trends. K. Deneys suggested a 10 AM meeting start time. Motion approved unanimously.

Also, it was noted that the Land Information Association Annual Conference will be held in Green Bay at the K.I. Convention Center in February 2015, and that this will be a good opportunity for Council members to learn more about the Land Information Program and see what other counties are doing.

A motion was made by A. Neverman to adjourn. Seconded by T. VanHout. Motion carried unanimously.

**2015 Budget Summary**  
*Land Records Modernization Account*

Revenues drastically decreased the latter part of 2013 and 1st quarter of 2014. Real estate recording fee revenues started to recover in the 2nd quarter, but it is unlikely we will make up for the extremely low recording revenues from last winter. As a result, it looks like we will end up \$120,000 short of our revenue projections for 2014. To address this projected revenue shortfall, expenses are being cut until the account rebounds. For example, the GIS Technician position will remain open the rest of 2014 and will be unfunded in 2015. We will also eliminate contracted services in 2015, reduce the transfer out to Property Listing, and cut other expenses as shown below.

Real Estate activity is rebounding as of July 2014. For 2015, we are projecting activity to recover to the long-term average of around 50,000 documents recorded, which will result in an estimated revenue surplus of slightly more than \$38,000 for the year.

<b>Revenue Line Item Highlights:</b>	<b>2015 budget</b>	<b>Description / Comment</b>	<b>2014 budget +/-</b>
Training & Education Grant	\$1,000	Wisconsin Land Information Program grant	\$0.00
Plat Book Sales	\$1,500	Book will be 3 years old; not expecting increased sales	\$0.00
Retained Fees	\$400,000	Projecting 50,000 docs recorded @ \$8 per document	(\$40,000.00)
Map Sales	\$800	Same as previous years	\$0.00
Inter-County charges	\$200	Chargebacks for other depts (D.A. & Parks)	(\$900.00)
Total Projected Revenue:	\$403,500		
Projected 2014 Fund Balance:	\$0	Zero balance due to shortfall in revenues for 2014	
<b>Projected 2015 Revenue + Fund Bal:</b>	<b>\$403,500</b>		
<b>Expenditure Line Item Highlights</b>	<b>2015 budget</b>	<b>Description / Comment</b>	<b>Plus/Minus</b>
Office Supplies	\$200	Decreased from \$2500 in 2014 budget	(\$2,300.00)
Copy Expense	\$298	Same as 2014 budget	\$0.00
Printing	\$915	Decreased from \$3000 in 2014 budget	(\$2,085.00)
Dues & Memberships	\$150	Decreased from \$320 in 2014 budget	(\$170.00)
Software Maintenance	\$112,047	Decreased from \$113,334 in 2014 budget	(\$1,287.00)
Postage	\$50	Same as 2014 budget	\$0.00
Subscriptions, Books, Periodicals	\$2,500	Decreased from \$9025 in 2014 budget	(\$6,525.00)
Computer Software	\$0	Decreased from \$12,600	(\$12,600.00)
I.S. Chargebacks	\$9,471	Decreased from \$9591 in 2014 budget	(\$120.00)
Equipment Rental/Leasing	\$2,940	Same as 2014 budget	\$0.00
Travel, Conference, Training	\$600	Decreased from \$3000 in 2014 budget	(\$2,400.00)
Contracted Services	\$0	Decreased from \$87,699 in 2014 budget	(\$87,699.00)
Transfer Out (Salaries, Benefits)	\$236,296	Decreased from \$313,540 in 2014 budget	(\$77,244.00)
<b>Total Proposed 2015 Expenditures</b>	<b>\$365,467</b>		
<b>Estimated 2015 Year-End Fund Bal</b>	<b>\$38,033</b>		

Total expenditure decrease from the 2014 budget: (\$192,430)

A more detailed spreadsheet containing account history was provided at the meeting and is available upon request. For more details, please click the tab below titled "Expenditures & Revenues" and look at the orange column